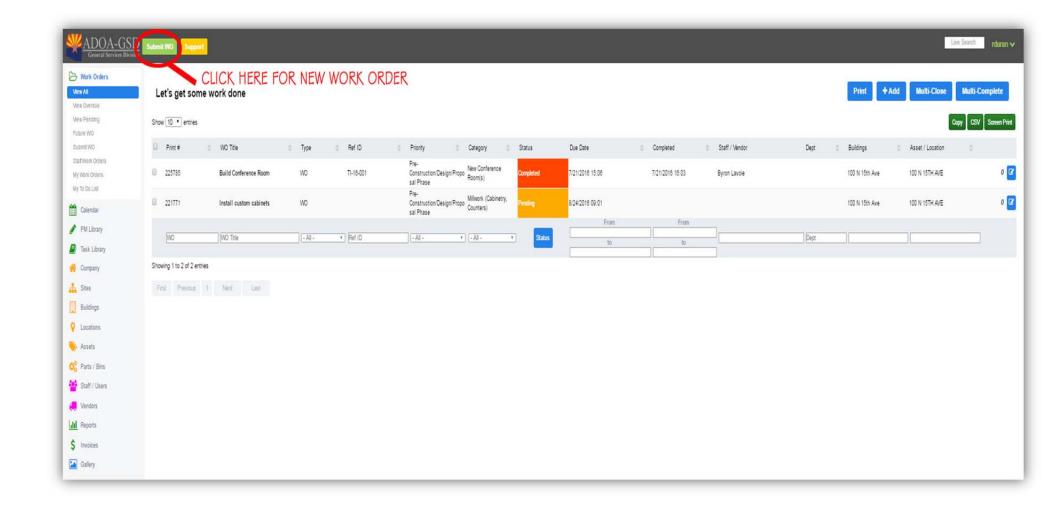
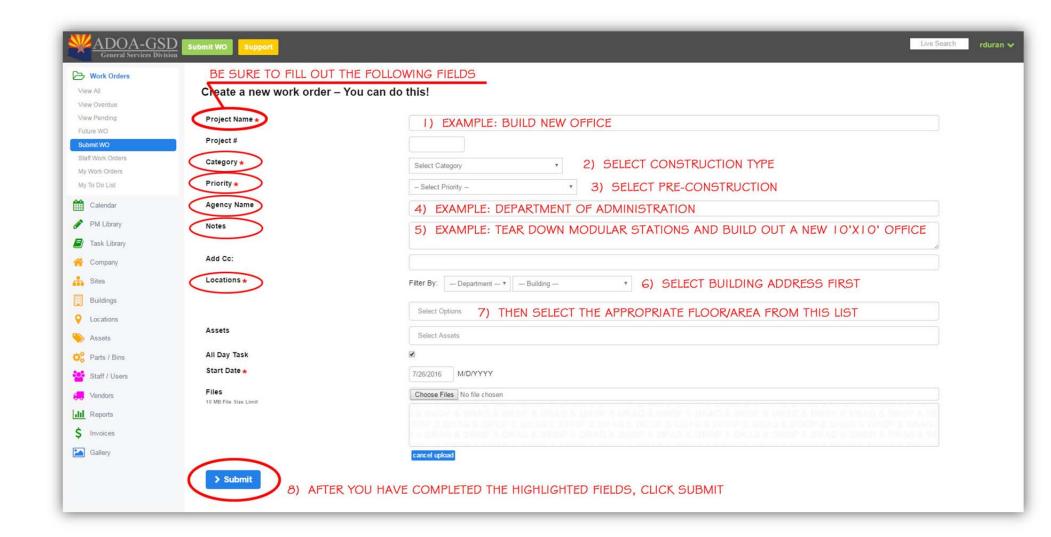


STEP 1 – SELECT TENANT IMPROVEMENT PAGE
SELECT TENANT IMPROVEMENT FROM DROP DOWN MENU (TOP RIGHT)

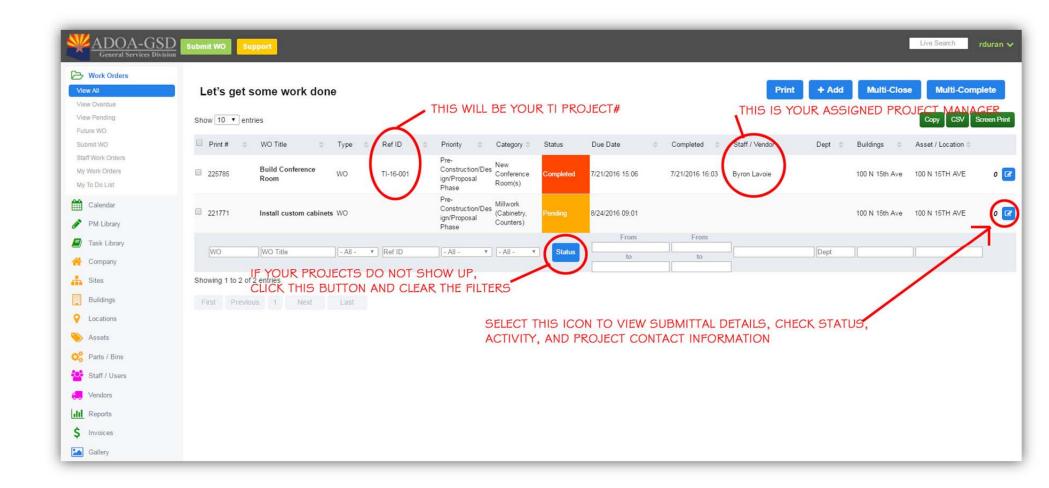


STEP 2 – SUBMIT NEW WORK ORDER

SUBMIT WORK ORDER FOR TENANT IMPROVEMENT BY SELECTING "Submit WO"



STEP 3 - WORK ORDER PAGE
FILL OUT ALL REQUIRED FIELDS AS HIGHLIGHTED



CURRENT PROJECT LIST AND HOME PAGE LIST AND STATUS OF EACH PROJECT YOU HAVE SUBMITTED